

## Minutes of Meeting held on Monday 16<sup>th</sup> January 2017

Present

Committee: Karl Jenkins, Chair (KJ)  
Amy Hayward-Paine, Secretary (AHP)  
Carolyn Frostwick, Treasurer (CF)  
Bill Barrie, Bookings (BB)  
Rebekah Budenberg (RB)

Group Reps: Lyn Easton, Parish Council (LE)

Members of the public: Dave Tyler; Alex Doe, Jane Boulter, Christopher Dunn, Linda Hanraad

<b>1</b>	<p><b>Apologies for Absence</b> David Tuffs</p> <p>Jane Boulter will be stepping down from the Committee</p>	Action
<b>2</b>	<p><b>Minutes of Previous Meeting</b> Approved by LE and seconded by BB</p>	
<b>3</b>	<p><b>Actions from Previous Meeting</b></p> <p><u>Defibrillator</u> RB is keen that we have some information on the Defibrillator on the website. This should be around how to open the box and initial use; we can also add links to third party sites CF read letter from the Defibrillator committee, which asked that the funds were not used for first aid training until 2018 (as over 30 people in village have now been trained). Committee agreed and will look to replace the Pads in 2018, immediately if used. The Committee thanked Dave Tyler for his work and support with the Defibrillator</p> <p><u>Front boundary</u> Date for tidy up confirmed as Friday 27<sup>th</sup> January</p> <p><u>Hall decoration</u> Quotes are still coming in high – around £9k If it takes a while to fundraise it may be worth decorating the main room – however if we raised funds quickly it would not be required KJ could ask DT to quote for just the main room being decorated CF has suggested we may be better to wait and see status of pledges and also applications for grants</p> <p><u>Doctors Agreement</u> KJ to chase doctors for Agreement as cost of ongoing hire needs to be added in</p>	<p>RB</p> <p>All</p> <p>KJ</p>
<b>4</b>	<p><b>Treasurer's Report</b> As at 16 January 2017 the accounts showed a deficit of £246.77. We are still awaiting the payment of £500 from the Parish Council in settlement of the funds collected from the village via the Council Tax. CF attended the December Parish</p>	

	<p>Council meeting and following on from the comments made is researching the way in which the funds can be paid over.</p> <p>Restoration Appeal The Appeal was launched in early January and response has been good with donations received totalling £1,445 so far, which will be boosted by £87.50 when the Gift Aid claim is made. CF recently attended a masterclass run by the Heritage Lottery Fund and picked up some useful tips to help with the application for a grant. One point that may be very useful is that volunteers' time spent working specifically on matters relating to the project can be valued and used to increase our total for matched funding. For professional skills, the rate is £150.00 per day, semi-professional is £100 per day and unskilled is £7 per hour. These rates apply to the task undertaken not the person doing it. We will need to ask volunteers to record their time helping as well as keeping a note of our own. We also need to promote the Heritage aspect of the project, as this is obviously what the Heritage Lottery Fund is looking for. As our project is about renovating a listed building that has served the village for almost 150 years we have a good start. RB &amp; CF are preparing a project enquiry form, which is the first step in the grant application process. Feedback takes 10 days according to the website so it is hoped we will have news before the presentation on 25th Feb.</p>	
<b>5</b>	<p><b>Extension and renovation plans</b> KJ presented first plans around extension BB to give a breakdown of current use and look at potential users. We need to refer to the survey conducted three years ago.</p> <p>BB suggested adding one question into the Village Plan questionnaire with the addition of a comment box Committee to give feedback on plans to KJ with suggestion of how the extension could be used within two weeks</p> <p>Committee to provide means for residents to give feedback at Appeal event</p>	<p>KJ BB</p> <p>All</p>
<b>6</b>	<p><b>Appeal and Communications</b> Email news item for 25<sup>th</sup> event required; AHP to advise DT We need to create posters to publicise event around the village; all to make suggestions and AHP to create / post up. Focus should be to create awareness of the event, asking for feedback and suggestions on the day. CF will make some cakes; AHP asked for a list of requirements to be circulated so all of the committee can support. There will be no charge for refreshments</p> <p>VH website to have a graph to show the ongoing increase of money; CF to create Monthly comms plan</p> <p>To enable people to visualise plans on the day we need to have a picture of the old building and what we are looking to do in the future (i.e. Karl's plans). Usage detail key such as conference rooms</p> <p>Event starts at 10.30am</p>	<p>AHP</p> <p>AHP</p> <p>CF</p> <p>CF</p>
<b>7</b>	<p><b>AOB</b> DT asked if Committee can support the Railway Event later in the year; Committee would be happy to support on the day</p>	
<b>9</b>	<p><b>Maintenance</b></p>	

	<p><u>Hall</u> New lights have been fitted in the small room; bracket and strip lights are ready for main room. BB to ask tame electrician if they can help change these lights</p> <p><u>Chairs</u> RB gave feedback that current chairs are unpopular and suggested bringing back some of the original blue chairs so there are 40 of each available in the Hall. This can be done during garden tidy at the end of January.</p> <p><u>Masterlock</u> KJ suggested the masterlock box may need oiling occasionally</p> <p><u>Kettle</u> New one required; committee to replace</p> <p><u>Pictures</u> Mark Cooper has kindly offered Hall framed press cuttings of village, which could be fixed in the corridor. The committee would like to thank Mr Cooper for this kind donation</p> <p><u>Feedback</u> There needs to be a facility for feedback for regular users – online and in Hall. AHP to suggest options</p> <p><u>Caretaker</u> Alex Doe asked for a comprehensive job description. This will include monthly checking of the Defibrillator; top-up cleaning, bins and reporting any maintenance / issues</p>	BB
	<p>There being no further business the Meeting closed at 8:55pm</p> <p>The date of the next meeting is 20<sup>th</sup> February</p>	